



## Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

P.O. BOX 14350, 1776 MILITIA WAY

SALEM, OREGON 97309-5047

Coml: (503) 584-3854 (Air) / 3849 (Army)

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<http://www.orport.ang.af.mil/>

**BRAC affected units strongly encouraged to apply!**

### **Announcement #AF06-063**

### **SUPPORT SERVICES SPECIALIST**

### **Nationwide Air Technician Vacancy Announcement**

**Open Date:** 12 May 2006

**Closing Date:** **Open Until Filled**

**Series/Grade:** GS-0342-08

**Salary Range:** \$38,890 - \$50,556 Per Yr

**AFSC:** 3A0XX, 3S0X1, 3S2XX, 3S0X0

**PD#:** 07160000

**Location:** 116 ACS, Warrenton, Oregon

**Type of Appt:** Excepted **X** Enlisted **X**

**Relocation:** Relocation incentive is authorized

**PCS:** \*PCS is not authorized\*

#### **Areas of Consideration:**

**First Area:** Current permanent full-time members of the Oregon Air National Guard.

**Second Area:** Current members of the Oregon Air National Guard.

**Third Area:** Individuals eligible to become members of the Oregon Air National Guard.

#### **Summary of Duties:**

Incumbent plans, organizes, directs, and coordinates the service functions associated with the Administrative Section such as: (a) a mail function involved with the processing of incoming and outgoing classified and unclassified documents, (b) a centralized master file and subordinate file systems used to provide a reference and record keeping service of a variety of operational and policy material, (c) a system of reference libraries containing technical and general publications, regulations, and directives (d) duplication service, (e) a control of correspondence and all required actions (f) forms control, (g) reports control, (h) a records system concerned with development and arrangement of files, files maintenance, and periodic inspection of decentralized unit files, (i) typing services, (j) the operation of centralized orders and travel section required for extensive military and civilian technician travel of the unit, (k) procurement of office equipment repair services, (l) the control of accountable property assigned to the section, (m) the routine procurement, storage, and issuing of office supplies and equipment through well established channels.

**Method of Evaluating Qualifications:**  
**Knowledge, Skills and Abilities (KSA)**

**Candidates will be evaluated on the KSAs listed below.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrate your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in AFSC related to the position. Mere possession of an AFSC is not necessarily qualifying experience; months of actual experience is the qualifying factor.

**APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:**

<b>General Experience</b>
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Administrative, professional, technical, or other work, education or training which demonstrates a knowledge of administrative methods and procedures used in providing support services, planning and organizing work, and skill in dealing with others in person-to-person work relationships.

<b>Specialized Experience</b>
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On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-08** level must have **18 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Ability to perform and supervise service support functions associated with an Administrative section.
2. Skill in providing guidance to sections relative to training and manning changes necessary to maintain unit effectiveness.
3. Knowledge of policies and procedures affecting an Administrative section.
4. Ability to determine effectiveness of support service functions through periodic inspections to determine compliance with administrative directives.

<b>Substitution of Education for Specialized Experience</b>
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A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position.

<b>Additional Desirable Qualities</b>
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The Oregon National Guard is seeking applicants for full time positions that are capable of recruiting additional members into both the Oregon National Guard and our full time workforce. Knowledge of our culture, our mission and vision, and the core values of the Oregon National Guard are essential in this endeavor. Be prepared to answer questions about the mission, vision and core values of the organization if selected for an interview.

<b>Oregon National Guard Core Values</b>
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Loyalty, Integrity, Pride, and Professionalism (LIPP)

<b>Oregon National Guard Mission</b>
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The Oregon National Guard will provide the citizens of the State of Oregon and the United States with a ready force of citizen soldiers and airmen, equipped and trained to respond to any contingency natural or manmade.

<b>Oregon National Guard Vision</b>
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The Oregon National Guard, striving for excellence and focused on readiness.

<b>Special Information</b>
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Unit of military assignment is 116 ACS in **AFSC:** 3A0XX, 3S0X1, 3S2XX, 3S0X0. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume, OF 612 (Optional Application for Federal Employment) or a NGB 34-1 if applying, as an AGR must contain:**

(In addition to specific information requested in the job vacancy announcement)

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying.

**PERSONAL INFORMATION**

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

**EDUCATION**

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

**WORK EXPERIENCE**

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

**APPLICATION PROCESS**

**Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date.** Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

**THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

## SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

### **John P. Smith, IV**

1234 Big Street Medium City, Any State 45678 H (555) 345-6789  
emailname@Internetserviceprovider.org

#### *Job Title announcement:*

Announcement number: AR04-123A

### **ANY State Army National Guard**

**2/15/87 - 12/31/06**

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

**Job Title, Rank, GS-15, Step 09** (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

### **Big & Small Co.**

**2/15/64 – 2/14/87**

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

**Your Job title**

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%